



Hotel Corporate Office Reduction Samples

March 2020

SAMPLE REDUCTIONS MADE BY CORPORATE OFFICES IN RELATION TO THE COVID-19 PANDEMIC.

- At corporate, we did some layoffs and salary reductions for Directors, VP's and above.
- We did reduction in pay for all corporate employees, furloughed some positions and laid off a few as well.
- We have furloughed many. Those working are getting full salary if on a reduced work week. Those managers working a full week and making over \$45k are getting a 20% cut (so they stay over the new minimum salary threshold).
- Couple of things:
 - Corporate office and properties (salaried only; no hourly): Time Off Plan (TOP). Mandatory 1-2 weeks of time off without pay and no work.
 - Corporate office and properties:
 - Temporary Furlough (Est 90 days): 2 weeks "disaster relief pay," ability to use up to 10 days of vacation time, continued medical (same contributions as now) for roughly 90 days.
 - Job Elimination – severance policy (payment based on YOS; company-paid medical for 3 months)
 - Leadership team: Reduction in pay for 60 days.
- We have done a combination of furloughs, salary reductions, and some position eliminations.
- Combination – some 100% furlough, some reduced salary/schedule. No layoffs.
- Reduced hours for some hourly roles, pay cuts for leadership, some furloughs and a few layoffs
- Right now, office is closed all remote work except senior team.
- We are doing a combination of the following: (effective date in decision process now)
 - CEO - No Pay
 - Senior Team - Reduction in Pay
 - VP's - Reduction in Pay
 - Reduced Hours & Temporary Layoffs
- We are doing a combination of the following: (effective date March 18th)
 - Reduced hours of essential non-exempt positions
 - Temporary layoffs of most non-exempt and some exempt positions
- We had 1 RIF, 3 Furloughs, 22 layoffs, 20 20% pay reductions.
- We are doing a combination of furloughs, layoffs, and salary reductions.